

BURGESS HILL SCHOOL

— *for girls* —

Privacy notice (Data Protection)

The School takes its responsibilities under the Data Protection act seriously and it is the School's responsibility to ensure that all data held on Burgess Hill School systems is properly managed and secure. Part of that responsibility involves ensuring that Parents / Guardian understand how we collect, manage and use any personal data we hold.

Why do we need to retain personal information?

The School maintains personal data on all pupils, and the parents/guardians of pupils, at the School to allow it to:

- properly and efficiently manage pupils' school academic and pastoral career
- to allow the School to communicate efficiently with parents/guardians on either routine or urgent matters

What information do we collect and retain?

The personal information that we process includes:

For parents/guardians: their names, contact details including phone number, postal and email address and marital status.

For pupils: their names, contact details including phone numbers, e-mail postal addresses), date of birth, academic performance information, information pertaining to their pastoral care, relevant medical information and personal interests.

How do we collect this information?

The information is collected on forms completed by you during the application and registration process. This information is then supplemented during your son/daughter's school career with academic performance and pastoral information gathered as part of the School's normal operating procedures.

How do we store personal data?

Academic and personal data is stored in both paper and electronic formats in either the School Management Information System, accounts database or in a paper based filing system. This information is always stored on the School site in secure, access controlled, servers or filing cabinets in alarmed and locked rooms. The only exception to this rule is in the case of ClarionCall when mobile phone numbers only are stored in ClarionCall's UK based secure servers.

Who has access to this information?

The data is only accessible to staff employed by the School in a relevant capacity. E.g. Academic staff have access to contact details, academic and pastoral data. The School Nurse has access to contact details, pastoral records and medical data. Medical details and data on specific needs such as an Educational Psychologists report will be shared with relevant Academic staff when necessary. The School does not pass on any information to other parties without express permission of the parent.